

Circular Letter No. 24

October 26, 1908.

To Supervising Principals and Teachers of English:--

In compliance with the requirements of the School Law, I have to announce the courses in English for Porto Rican teachers outlined on the accompanying sheets. The work of these courses is to begin during the week commencing November 2, and one recitation is to be held in that and in each of the succeeding twenty-four school weeks. Plan and schedule for written and oral examinations will be announced in due time.

Supervising Principals are expected to make arrangements for the teachers' classes as may best suit local conditions, bearing in mind that it is the desire of the Department that the regular school work be interrupted as little as possible. It is requested that they make an immediate report indicating the number of teachers in their districts who are to be enrolled in each of the courses, the name of the American teacher to be in charge of each group, and the days and hours when each course is to be given. This report should reach this office not later than Monday, November 2.

Every teacher will be enrolled in one of the three courses. Those that are unable to attend the classes, because of the remoteness of their schools from town, may, with the previous consent of their Supervising Principal, pursue the courses by correspondence with the teachers of their respective groups who will conduct the correspondence courses in accordance with plans approved by the Supervising Principal.

For the distribution of the work among the English teachers, when there are more than one in the town, and of the teachers among the various other groups, the Supervising Principals are authorized to follow their individual judgment. All English graded teachers, for such work, as well as those that have had not less than two years in the Normal School, or in one of the High Schools of the Island, should be able to do the work for the advanced group.

Teachers in charge of the groups are required to keep an exact record of the attendance of every teacher and to forward to the Supervising Principal each month a report of attendance. In each course oral and composition work should be made prominent. The written work called for in the various lessons should be assigned for home preparation and all such work should be corrected carefully and returned.

A part of the time of such recitation should be devoted to general conversation on topics of immediate and personal interest, inasmuch as the oral examinations will include a considerable amount of such conversational English.

When the regular class day falls on a holiday, provision for holding the class on some other day should be made by the teacher in charge after consultation with the Supervising Principal.

Very truly yours,

F.D.HADDOCK
Acting Commissioner